

## **INVOICE, AO-223A, PREPARATION** **(1987)**

**3624**

Purpose/Use: Prepare invoices to bill for services and supplies provided by CDF.

Reference/Authority: Accounting Procedures Handbook, Sections 3621 and 3623.

Source: Various.

Forms/Related Documents: Invoice, AO-223A.

Due Date(s): As needed.

Distribution: See procedures.

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DAO-Accounts Receivable prepares and sends Invoices (AO-223A) for receivables established by a variety of processes; the procedures for which can be found elsewhere in the Accounting Procedures Handbook.

Distribute prepared AO-223As as follows:

- Original and first copy to debtor.
- Second copy to DAO-Accounts Receivable - Master file.
- Third copy to DAO-Accounts Receivable - Numeric file.
- Fourth copy to DAO-Fund Accounting - Revenue.
- Fifth copy to DAO-Accounts Receivable - Cashier.
- Sixth copy to DAO-Accounts Receivable - Subject file.

As contracts are ratified and/or AO-223As prepared, except for local government fire protection agreements, prepare and/or maintain a card in the Cardex file showing all information related to the receivable.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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